

# Evidence Upload Instructions UPLOADING DISCOVERY



The Alaska Department of Law’s Criminal Division (hereinafter referred to as “the Division”) obtains its discovery items from Law Enforcement Agencies (LEAs) via NICE Justice (“NICE”). To upload discovery using NICE, participating LEAs must register.

## Registering for Nice Justice

**Step 1: Provide an email account your agency will use to receive discovery requests and transmit discovery.**

Most LEAs have already provided their local District Attorney’s Office (DAO) with an email address where discovery requests are sent.

**Step 2: A DAO employee must send a request to register.**

Using the email address provided by the LEA, a DAO employee will send an invitation to register.

**Step 3: Register your Agency.**

Once the registration invite is received, follow these steps to register:

- a) **Begin by clicking “register now.”**

b) Using the email(s) you provided to the Division, complete the registration.

The screenshot shows the 'Register' page of the NICE Investigate Community. At the top, the logo 'NICE Investigate Community' is displayed. The main heading is 'Register'. Below it, a message says 'Please enter your details below to register with this service.' There are three input fields: 'Email' (containing 'angie.kemp@alaska.gov'), 'Password', and 'Confirm password'. A checkbox labeled 'I'm not a robot' is next to a reCAPTCHA logo. At the bottom, there is a cookie consent notice: 'This site uses cookies. By continuing to use the site you are agreeing to our privacy policy. ©2023 - NICE Ltd.'

c) Verify your email address.

The screenshot shows the 'Email address verification required' page of the NICE Investigate Community. At the top, the logo 'NICE Investigate Community' is displayed. The main heading is 'Email address verification required'. Below it, a message says 'Your account has been created.' Another message says 'We now need to verify access to your email account. We have sent you an email containing a unique code. Please enter that code below.' A note says 'NOTE: The email may go into your spam folder, please check this folder as well as your Inbox.' A message says 'The code emailed to you is valid for 59 minutes, 45 seconds.' There is a 'Code' input field. A blue button labeled 'protected by reCAPTCHA' is next to a reCAPTCHA logo. At the bottom, there is a cookie consent notice: 'This site uses cookies. By continuing to use the site you are agreeing to our privacy policy. ©2023 - NICE Ltd.'

d) Use the full name of your agency to register.

If you are unable to register, contact your local District Attorney's Office for further assistance.

e) Add additional users.

Once registered, the person you select as your agency's administrator can add additional users, if necessary. Each additional user must be registered under the name of the Agency.

For more information, refer to the “Business Registration Portal” video, contact your local DAO, or Missy Stark at [missy.stark@alaska.gov](mailto:missy.stark@alaska.gov).

## **Methods of Logging in After Registration**

There are two methods to login and upload discovery items once you have completed your agency’s registration:

- (1) logging on using the <https://us1business.digital-policing.com>, or
- (2) by clicking on the link in the request email sent by a DAO user for a specific case. A sample diagram of the request email you will receive is shown below.



[Cont. below]

**Step 1: Login using the credentials you registered your account with. (A sample diagram is shown below).**

**NICE Investigate** Community

**Login**  
Please enter your details to login to your NICE Investigate Community Business Portal account.

**Email**  
angie.kemp@alaska.gov

**Password**  
.....

Forgot your password? Login

protected by reCAPTCHA  
Privacy Terms

**Not yet registered?**  
If you were invited to register and don't have an existing account, please click the "Register now" button.  
You will then be prompted to create a new account in order to gain access to the NICE Investigate Community Business Portal.  
Register now

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**Step 2: Select the outstanding discovery request.**

**NICE Investigate** Community Angie Kemp

**REQUESTS** CAMERAS MY ACCOUNT USERS GROUPS

**Requests (4)**  
View and respond to requests

Filter by Reset all Sort by: Date created (Newest first)

Request ID	Status	Assigned to	Created by	Required by	Sent to
BIZ-20231031-0001	In progress	Unassigned	Angie Kemp AlaskaDoL October 31, 2023 10:28 AM	November 20, 2023 Due in 20 days	Angie Kemp
BIZ-20231023-0004	In progress	Unassigned	Angie Kemp AlaskaDoL October 23, 2023 10:28 AM	October 24, 2023 7 days overdue	Angie Kemp
BIZ-20231021-0001	New	Unassigned	Angie Kemp AlaskaDoL October 20, 2023 10:44 PM	October 21, 2023 9 days overdue	Angie Kemp

Filter by:  New (2)  In progress (2)  Completed  Rejected  Failed  None  Medium (4)  High

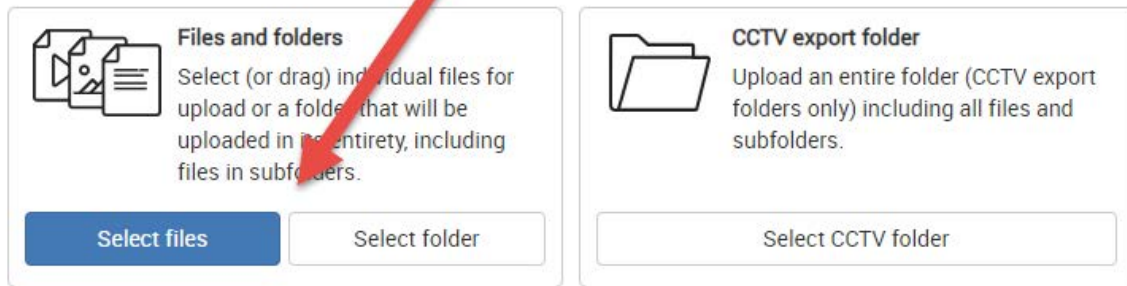
**Step 3: Complete your response to the discovery request and select “upload” to upload the requested discovery.**

## Upload

Please choose the type of items to upload.

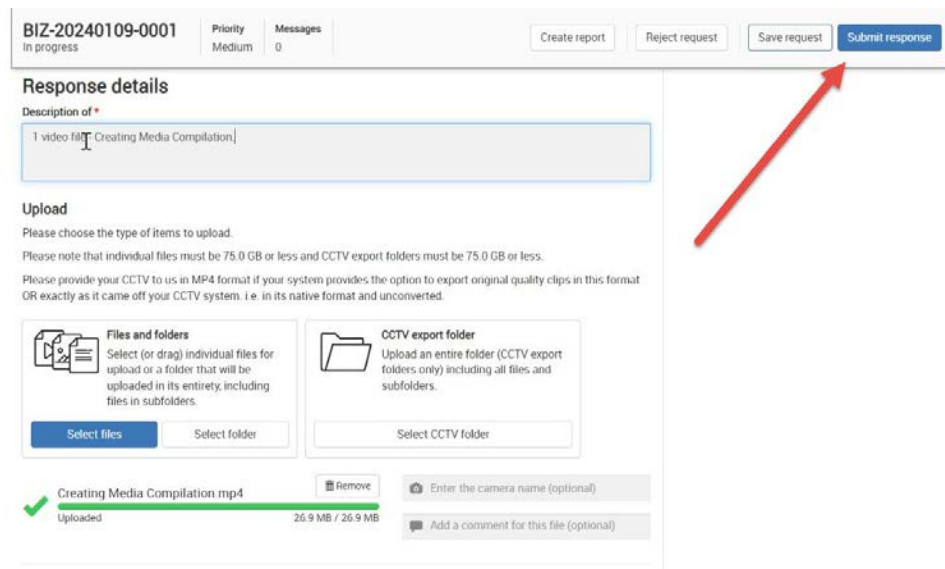
Please note that individual files must be 75.0 GB or less and CCTV export folders must be 75.0 GB or less.

Please provide your CCTV to us in MP4 format if your system provides the option to export original quality clips in this format OR exactly as it came off your CCTV system, i.e. in its native format and unconverted.



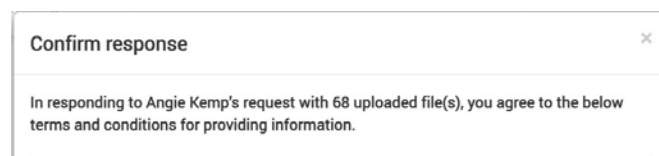
The screenshot shows two upload options. The first option, 'Files and folders', includes a 'Select files' button (highlighted with a red arrow) and a 'Select folder' button. The second option, 'CCTV export folder', includes a 'Select CCTV folder' button.

**Step 4: Once the evidence is done uploading, select “submit response” in the upper right-hand corner.**



The screenshot shows the 'Response details' page. At the top, there are buttons for 'Create report', 'Reject request', 'Save request', and 'Submit response' (highlighted with a red arrow). Below the buttons, there is a text area for the description of the response, followed by an 'Upload' section with the same upload options as in Step 3. At the bottom, there is a progress bar for 'Creating Media Compilation.mp4' and optional fields for camera name and comment.

**Step 5: You will be prompted to confirm your response. Select “continue.” A sample confirmation prompt is shown below.**



The screenshot shows a confirmation dialog box titled 'Confirm response'. The text inside reads: 'In responding to Angie Kemp's request with 68 uploaded file(s), you agree to the below terms and conditions for providing information.'

**Step 6: Once confirmed, completed requests will show on your portal as “completed”.**

A sample diagram is shown below. Using the system, you will be able to identify those requests including those requests that are complete, in process, and new.

<b>Status</b>	<b>BIZ-20231031-0001</b>	<b>Status</b>	<b>Assigned to</b>	<b>Created by</b>	<b>Responded on</b>	<b>Sent to</b>
<input checked="" type="checkbox"/> New (2)		<b>Completed</b>	Unassigned	Angie Kemp	October 31, 2023	Angie Kemp
<input checked="" type="checkbox"/> In progress (1)		<b>Priority</b>		AlaskaDoL	12:06 PM	
<input checked="" type="checkbox"/> Completed (2)		<b>Medium</b>		October 31, 2023		
				10:28 AM		